

**No August meeting see minutes below**

**Alta Library MINUTES FROM October 12, 2021, MEETING BELOW:**

1. Call to Order by Jeri Kolpin @ 7:05 pm
2. Roll call for quorum - A quorum was present in person. Present: Jeri Kolpin (lead meeting), Gigi Nelson, Anna Garcia, Elizabeth Snyder, Gretchen Miller, Director: Andrea (Hogrefe) Peterson. Absent: Anne Iehl, Colleen Schwanz; Visitor: Megan Peterson
3. Approve Agenda: No changes – Gigi Moved/Gretchen 2<sup>nd</sup> to approve agenda. Motion passed
4. Citizen Input – Megan Peterson presented city policy on benefits for city employees. She brought the Personnel Manual. Discussion was about part time and full-time city employees versus the library personnel since the library funding is completely independent as budgeted by their own board of directors. Decision was to appoint a committee of 2 – 3 board members to evaluate the director's position and benefits to go with the position. Andrea researched equivalent sized libraries with benefits for their part time director. The three committee members were decided to be Anne Iehl, Elizabeth Snyder and Gretchen Miller to work with Andrea and Megan to determine the recommendation for update of the director's position with benefits.
5. Approval of August Minutes – Note: there was no September meeting. August minutes were accepted without any corrections or changes.
6. August/September Statistical Reports – Andrea working on yearend report due 10/31 to the State.
7. August/September City Revenue and Expense Report – Accepted report.
8. Approval of Sept/Oct Bills – Megan had prepaid Sept Bills. Discussion on timecards for staff and asked that number of work hours be shown on the spread sheet per employee for the month. Gretchen Moved, Anna 2<sup>nd</sup>. Approved.

## 9. Unfinished Business

- a. Dolly Parton Imagination Library – Anne Iehl not present. Tabled.
- b. Board Self Review – Some evaluations still need to be turned in. Read through those evals that had been turned into Andrea. No discussion currently. Discussed how meetings should be held on the night described in the bi laws, which is the 2<sup>nd</sup> Thursday of each month. Those that can't attend could call in or zoom into the meeting. Reviewed Iowa Open meetings requirements and procedures.
- c. Employee review/raises: Discussion that the 2021 budget had 3% increase approved by the City Council. Since raises should have been discussed and approved for Megan to put into force by 7/1, Gretchen moved to give 3% raises to all staff retroactive. Megan will then go back to timecards and figure the raises from July through October, then continue. 2<sup>nd</sup> by Elizabeth. Motion passed.
- d. Director Benefits/Job description – New committee will review and work with Megan and Andrea for presentation in November.
- e. Security Camera – tabled for next meeting.

## 10. New Business

- a. Director's Report:
  - i. Lessons of the Holocaust program rescheduled for November 9 at 6 PM. Promotions going on. Brad Wilkening is presenter.
- b. Halloween Costume Party for children's' program on 10/30/21. Balloon lady will be there too.
- c. Thank you to Harold Carstens: Gretchen will get card, etc.

## 11. Next Meeting: Monday, November 11<sup>th</sup> @ 5:15pm

## 12. Adjourned at 8:40 pm.